

VEHICLE PAYMENT CHECKLIST

(State Vehicle Purchasing Program)

Rural and Urban Agencies (When Federal funds or 100% State funds are administered by MDOT)

Please submit/complete all items below in the order listed for reimbursement:

- 1. Enter new vehicle(s) in PTMS** (complete all fields on both “Characteristics” and “Financial” pages)
- 2. Original cover letter or ProjectWise payment form** requesting payment including:
 - a. Project authorization # and line number of the authorization to be paid from
 - b. Dollar amount requested and balance left on the authorization line after payment
 - c. Identify vehicle(s) to be replaced by referring to original verification forms submitted
 - d. Note if the request is for a partial or final payment
 - e. If payment is being split between multiple authorizations show amount being applied to each authorization
- 3. Itemized vendor invoice** (any amounts shown as local on the invoice are not reimbursable)
- 4. Application for Michigan Title (Form RD108) OR actual vehicle title signed** and naming MDOT as first-secured party
- 5. New Unit Delivery Form signed** (vendor’s form that acknowledges the transit agency’s receipt and acceptance of the vehicle(s)).
- 6. New Vehicle Order Form original signed and dated** that was submitted to the vendor
- 7. Inspection Write Up** form signed and dated. (The form can be found on the State Vehicle Contracts and Procurement website under corresponding vehicle type link) https://www.michigan.gov/mdot/0,1607,7-151-9625_21607-34189--,00.html
- 8. Buy America Pre-Award Audit Checklists A-1 and A-6** (Print the MDOT completed forms on the State Vehicle Contracts and Procurement website under corresponding vehicle type link) https://www.michigan.gov/mdot/0,1607,7-151-9625_21607-34189--,00.html
- 9. Buy America Post-Delivery Audit Checklists A8, A9, and A13** (These forms can be found on the State Vehicle Contracts and Procurement website https://www.michigan.gov/mdot/0,1607,7-151-9625_21607-34189--,00.html)
- 10. NOTE:** If the total vehicles ordered at one time exceeds \$150,000, the following additional Buy America forms are required:
 - a. **Buy America Pre-Award Audit Checklists A-2, A-3, A-4, A-5, and A-7** (Print the MDOT completed forms on the State Vehicle Contracts and Procurement website under corresponding vehicle type link) https://www.michigan.gov/mdot/0,1607,7-151-9625_21607-34189--,00.html

- b. **Buy America Post-Delivery Audit Checklists A-10, A11, A12 and the post-award components form showing the percentage of bus components manufactured in the U.S**
(These forms should be delivered with the vehicle by the vendor and filled out by the agency)

11. **Pre-award Purchaser's Requirement Certification (Form 3187)** form (Print the MDOT completed form on the State Vehicle Contracts and Procurement website under corresponding vehicle type link)
https://www.michigan.gov/mdot/0,4616,7-151-9625_21607-34189--,00.html
12. **Post-delivery Purchaser's Requirement Certification** (Form 3188) form found under "State Vehicle Contracts and Procurement" website: https://www.michigan.gov/mdot/0,4616,7-151-9625_21607-34189--,00.html
13. **Post-delivery FVMSS Compliance Certification** (Form 3189) (form found under "State Vehicle Contracts and Procurement" website: https://www.michigan.gov/mdot/0,4616,7-151-9625_21607-34189--,00.html *(agency should verify decal is in place on vehicle)*)
14. **Vehicle Purchase Specification Certification** form found under "State Vehicle Contracts and Procurement" website: https://www.michigan.gov/mdot/0,4616,7-151-9625_21607-34189--,00.html
(Ensure the form is filled in completely, a certification box is checked, and is signed and dated by both the agency and the vendor)
15. **Procurement Forms Needed with Payment Request** can be found at:
https://www.michigan.gov/mdot/0,4616,7-151-9625_21607_86364---,00.html
- a. **Vehicles**
- i. **Written Record of Procurement History Checklist** (State Extended section must be filled out, signed and dated)
 - ii. **MDOT Form #3138 - Method of Procurement Decision Matrix** (State Extended Contract/Piggyback Purchase must be checked and must be signed and dated before the date of the vehicle order)
 - iii. **Price Analysis for State Vehicle Purchasing Program Purchases-** (a determination box must be checked, and the form must be dated before the date of the vehicle order)
- b. **Paint, Lettering, Radios, Non-State Contract Cameras etc....**
- i. **Micro purchases** (less than \$10,000)
 - 1. **Fair and Reasonable Price Determination** (must be dated before the date of the invoice)
 - ii. **If a purchase from a single vendor exceeds \$10,000**, include the additional Small Purchase procurement forms found at the link above.
 - iii. **Non-State contract camera systems** will only be reimbursed up to the cost of the low-bid contract camera system on the order form.
16. **Optional Administration Fees** - 1% of total cost of vehicle maximum. Payment request must include staff person title, hours worked, activity performed, and hourly rate. For travel related expenses, all receipts must be included and follow State of Michigan DTMB's most recent released rates found at https://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html For agencies receiving Local Bus Operating, the reimbursement should be recorded on the quarterly OAR using revenue code 41313

Capital Contract Reimbursement for Administrative Expenses and backed out under expense code 57603
Ineligible Administrative Expense Paid by Capital Contract.

Item Needed for Compliance Review. Does not need to be submitted with vehicle payment request

- Confirm this type of vehicle received is included in the agency's MDOT approved Vehicle Maintenance Plan. If it isn't in the plan, update the plan and send to the compliance analyst for approval.

Urban Agencies (When direct recipient of Federal funds)

- 1. Enter new vehicle in PTMS** (complete all fields on both "Characteristics" and "Financial" pages)
- 2. Original cover letter or ProjectWise payment form** requesting payment including:
 - a. Project authorization # and line number of the authorization to be paid from
 - b. Dollar amount requested and balance left on the authorization line after payment
 - c. Identify vehicle(s) to be replaced, refer to original verification forms submitted, if applicable.
 - d. Note if the request is for a partial or final payment
 - e. If payment is being split between multiple authorizations show amount being applied to each authorization
- 3. Itemized vendor invoice** (any amounts shown as local on the invoice are not reimbursable)
- 4. New Vehicle Order Form** original signed that was submitted to the vendor
- 5. New Unit Delivery Form signed** (vendor's form that acknowledges the transit agency's receipt and acceptance of the vehicle(s)).
- 6. Application for Michigan Title (Form RD108)/ Out of State Application for Title signed** OR actual title